

Laura A. Briggs  
Clerk of the Court



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Fax: 317-229-3727

December 23, 2010

FIELD(NAME)  
FIELD(ADDRESS)  
FIELD(CSZ)

## **SUMMONS TO APPEAR FOR JURY SERVICE**

When: **DATE TO APPEAR** Reporting Time: **00:00 AM**

Where: **REPORTING ROOM NO.** Panel Number: **0000**  
U. S. District Courthouse  
Address  
City, State, Zip Code

**SAMPLE**

**The following two steps are required. Please follow the instructions below:**

**Step One:** **Confirm** your attendance for trial upon receipt of this summons. You can do this by visiting the Court's website, [www.insd.uscourts.gov/jury](http://www.insd.uscourts.gov/jury), **OR** by calling 1-800-827-5879. **DO NOT** do both.

If calling, please leave a message recording the following information:

- Your full name, spelling your last name.
- The date you have been ordered to appear.
- The panel number you have been assigned (Panel No. 1234).
- Your daytime telephone number, including area code.
- If you require special accommodations due to a hearing, visual, or physical impairment please provide this information in your message.

**Step Two:** **Verify** that the trial is still scheduled. On **SUNDAY, DECEMBER 31, 2010**, call 1-800-827-5879, **after 6:00 p.m.** to determine whether the trial is still scheduled and if your presence is required. The status of trial often changes on very short notice. Listen to the message relating only to Panel No. 1234.

**Please see reverse side for more important information**

**What do I need to know before I report for jury duty?**

- Directions to the Indianapolis courthouse (enclosed).
- Park in a lot, not at a meter (parking lots are shown on the enclosed map).
- Entry into the federal courthouse **BEFORE 8:00 AM** can only be made through the handicapped entrance, which is located at the corner of New York St. and Pennsylvania St. (Northeast corner of building).
- Your responsibilities as jurors are of utmost importance to all of those involved. Please wear comfortable but appropriate business-like clothing. Shorts, jeans, t-shirts, tank tops and sweatshirts should not be worn.
- The United States District Court is a smoke-free environment.

**What will I need when I get there?**

- Your one-way mileage to court.
- The maximum daily rate of the parking garage/lot.
- Photo Identification is required in order to gain access to the courthouse.
- You may also wish to bring a sweater or jacket for your comfort in the courtroom.
- As a prospective juror, do not attempt to obtain information regarding upcoming federal trials from the media, public records, or any other source.

We look forward to seeing you and appreciate your recognition of your civic duty to serve as a juror. If you have questions, please call me at (317) 229-3747.

Nicole Schaefer  
Assistant Jury Administrator